

REQUEST FOR PROPOSAL

TEEN COURT

Issued by:

Harford County Department of Community Services,
Local Management Board

319 South Main Street
Bel Air, MD 21014
410-638-3166

<http://www.harfordcountymd.gov/services/stimulus/>

March 19, 2014

Section I. Objective of Request for Proposal

1.1 Summary Statement

The Harford County Department of Community Services, Local Management Board, hereinafter referred to as “LMB,” has funding available to offer a Teen Court in FY2015, a diversion program that will target youth who are first time offenders between the age of 13 -17 that have committed a non violent misdemeanor offense. This program will be carried out within the Harford County Court system.

1.2 Terms of Contract

A contract will be awarded for a 12-month period during FY 2015 from July 1, 2014 through June 30, 2015.

1.3 Issuing Office

The point of contact for purposes of this Request for Proposal (RFP) is the issuing office presented below:

Harford County Department of Community Services, Local Management Board
319 South Main Street
Bel Air, MD 21014
410-638-3166
LMB@harfordcountymd.gov

1.4 Eligibility

Private, nonprofit organizations listed under IRS #501(c), and agencies of local government interested in providing services to families and children in Harford County.

1.5 Questions

All questions regarding this RFP should be directed to LMB@harfordcountymd.gov or 410-638-3166. Questions must be received by 5:00 pm on Tuesday, April 22, 2014. A compilation of all questions received and their answers will be available online beginning Thursday, April 24, 2015 at: <http://www.harfordcountymd.gov/services/stimulus/>

1.6 Closing Date

Five (5) hard copies of the proposal must arrive at the Issuing Office **no later than 5:00 pm on Friday, May 2, 2014** in order to be considered. Vendors can either hand deliver or send their hard copy submission via US mail. No binders or folders, please. Vendors who mail their submission should allow sufficient mail delivery time to ensure timely receipt by the Issuing Office. Proposals that arrive after the deadline or unsolicited amendments to proposals cannot be accepted or considered.

In addition to the hard copy version, an electronic version of the proposal must be submitted by the deadline to LMB@harfordcountymd.gov. The electronic version of the proposal shall be submitted as one (1) Word document file. Please do not:

- Submit the electronic version of the proposal as multiple individual files;
- Zip the file;

- Send as a PDF or another format

1.7 Acceptance of Proposal Content

The content of this RFP and the proposal of the selected vendor will be included by reference in any resulting contract. All prices, costs, terms and conditions in the proposal shall remain fixed and valid for 90 days after the closing date. This period may be extended by written mutual agreement between the vendor and the LMB.

Section II. General Information

2.1. Purpose

The overall purpose of this RFP is to provide information to vendors interested in preparing and submitting a proposal to meet the requirements for contractual services described herein.

2.2 Revisions to the RFP

If it becomes necessary to revise this RFP, amendments will be posted at <http://www.harfordcountymd.gov/services/stimulus/>. Interested vendors should check this site regularly for any revisions.

2.3 Cancellation of RFP

The LMB may cancel this RFP, in whole or in part, whenever this action is determined to be fiscally advantageous to the organization or otherwise in its best interest.

2.4 Proposal Acceptance

The LMB reserves the right to accept or reject any and all proposals, in whole or in part, received in response to this RFP, or to waive or permit cure of minor irregularities to serve the best interests of the organization.

2.5 Definition of Offeror

An offeror is defined as a vendor who prepares and submits a proposal in response to this RFP, seeking to be selected by the LMB to enter into an agreement to provide the services described herein.

2.6 Additional Information

Vendors who submit proposals may be required to provide additional information orally or in writing or to submit to a site inspection by the LMB in order to clarify or document their proposals.

2.7 Incurred Expenses

The LMB will not be responsible for any costs incurred by any offeror in preparing and submitting a proposal in response to this RFP.

2.8 Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the vendor's proposal for meeting the requirements of this RFP.

2.9 Contractor's Responsibilities

The LMB will enter into contractual agreement with the selected vendor only. The selected vendor shall be responsible for all services as required by this RFP. Subcontractors, if any, must be identified and a complete description of their role relative to the proposal must be included. Joint proposals will be accepted only if one party assumes the responsibility of prime contractor.

2.10 Document Ownership

In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the LMB and may not be removed by an employee of the vendor without the written permission of the LMB. Proposals received for all other offerors in response to this RFP will become the property of the LMB and will not be returned to the offeror. The LMB shall have the right to use any or all ideas or adaptations of the ideas presented in any proposal received in response to this RFP. Selection or rejection of the proposal will not affect this right.

2.11 Program Ownership

The LMB retains all rights to the program. Any company literature developed by the vendor with regard to the program must contain a reference to the LMB as the primary planning and funding agent.

2.12 Personnel

The key personnel identified in the vendor's proposal are considered to be essential to the work being performed under this RFP. Prior to diverting any of the specified individuals to assignments other than this project, the vendor shall notify the LMB of its intent 30 days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact on the project. No diversion shall be made by the vendor without the written consent of the LMB. In circumstances where a key employee discontinues their employment with the vendor, it is the vendor's responsibility to notify the LMB immediately via phone upon receiving such notification. Further, it is the vendor's responsibility to provide the LMB, within five days, a written plan with timeline as to staff replacement. Replacement of any personnel shall be with personnel of substantially equal ability, qualifications and experience.

2.13 General Contractual Conditions

The laws of the State of Maryland shall govern any contract resulting from this RFP.

2.14 Terms of Payment

The vendor shall submit invoices on a monthly basis. Payment will be made upon certification of satisfactory performance. All billing shall be submitted by the 15th of the month for the previous month's services. Failure to provide timely invoices may result in delay of payments.

2.15 Contract Award

The contract shall be awarded on the basis of the quality of the program Narrative including Results-Based Accountability factors (see Section 4.5), feasibility of its implementation, and overall cost of the program.

2.16 Compliance with Law

By submitting a proposal in response to this RFP, the offeror, if selected for award, agrees to comply with all federal, state and local laws applicable to its activities and obligations under the contract.

2.17 Criminal Background Investigations

According to Maryland law, all personnel working with children must have a criminal background investigation. The selected vendor shall provide documentation certifying to the LMB, in a timely manner, that all personnel serving children pursuant to the contract are in compliance with this requirement. Such certification shall be made on an ongoing basis as new employees are hired to work in the program. In addition, the LMB reserves the right to conduct on-site monitoring to ensure compliance. Such monitoring shall not abrogate the vendor's responsibility to provide ongoing, timely certification to the LMB.

2.18 Audit

The vendor shall provide a copy of an independent financial audit, which shall be forwarded to the LMB no later than 120 days after the close of each of the vendor's most recent fiscal years.

2.19 Acceptance of Terms and Conditions

By submitting a proposal in response to this RFP, the offeror shall be deemed to have accepted all the terms, conditions and requirements set forth in this RFP unless otherwise clearly noted and explained in its proposal.

2.20 Termination and Renewal

A 30-day transition period will be required 30 days prior to the end of the contract for termination or non-renewals. The vendor shall not cease accepting referrals at any time during the contract without consulting the LMB in advance and obtaining written approval. Contract renewals shall be based on satisfactory performance and compliance with all contractual obligations. Renewal of contract shall be subject to negotiation by the LMB.

2.21 Federal HIPAA and State Confidentiality Law

The selected vendor acknowledges its duty to review and comply, to the extent applicable, with all requirements of the federal Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. § 1320d et seq. and all implementing regulations including 42 CFR Part 2, 45 CFR Parts 142, 160 and 164. The contractor also agrees to comply, where applicable, with the Maryland Confidentiality of Medical Records Act (MCMRA), Md. Health-General §4-301 et seq. This obligation includes, but is not limited to adhering to the privacy and security requirements entailed for protected health information under federal HIPAA and State MCMRA, making the transmission of all electronic information compatible with the federal HIPAA requirements, and otherwise providing good information management practices regarding all health information and medical records. Protected Health Information as defined in the HIPAA regulations at 45 CFR 160.103 and 164.501, means information transmitted as defined in the regulations, that is individually identifiable; that is created or received by a healthcare provider, health plan, public health authority, employer, life insurer, school or university, or healthcare clearinghouse; and that is related to the past, present, or future physical or mental health or condition of an individual, to the provision of healthcare to an individual. The definition excludes certain

education records as well as employment health records by a covered entity in its role as employer.

Section III. Background

3.1 Issuing Office

The Harford County Local Management Board is a program of the Harford County Government Department of Community Services with an active Board of Directors, appointed by the County Executive.

The **vision** of the LMB is for Harford County to be a community where all families share opportunities equally and all children are safe, healthy, valued, cared for, and respected.

The **mission** of the LMB is to assess community assets and needs, facilitate the development of services, and to monitor, evaluate, and continually improve outcomes for children, youth, and families.

The LMB believes that children and families are important in our society, and as such, they need and deserve to have a system of services that is:

- Responsive
- Integrated
- Comprehensive
- Easily Accessible
- Focused on Prevention and Early Intervention
- Innovatively Designed
- Provided in a Respectful Manner
- Empowering
- Outcome Focused
- Culturally Competent

Section IV. Specifications

4.1 Scope of the Project

The Harford County Teen Court program envisions the deterrence of negative behavior by redirecting youth to behave in a manner that is within community standards. The purpose of the Teen Court will be to develop and implement an intervention to address delinquent behavior. The Teen Court will utilize a restorative justice model and provide guidance, mentoring and close supervision of juvenile offenders. The Teen Court program will promote feelings of self worth and desire for self improvement, thereby giving youth the opportunity to become productive members of the community.

4.2 Program Structure

This diversion program will target youth who are first time offenders between the age of 13 and 17 that have committed a non violent misdemeanor offense. The Department of Juvenile Services, Harford County Public School System and the State's Attorney Office can refer cases to the Teen Court. All juveniles referred to Teen Court will receive a mental health and

addictions screening/assessment. The screening is to identify children in need of assistance and connect the family to the appropriate agency that is best equipped to provide services to prevent further delinquency and criminal behavior. In order to be eligible to participate in this diversionary program, the alleged offender must admit involvement in the crime for which he/she has been charged. If he/she initially denies involvement, the case will be forwarded to the Department of Juvenile Services for disposition.

The goal of Teen Court is to reduce the number of youthful offenders through the Teen Court diversionary program and, at the same time, expose youthful offenders to an educational and realistic experience in an actual court of law. Offenders will have their cases heard by a Harford County judge and a jury of his/her peers will develop a disposition. With the use of early intervention, it is hoped that the juvenile will be deterred from future criminal activity.

The program will use both adult volunteers and youth volunteers. The adult volunteers will serve in the role of Judge and will help with the youth that serve on the jury. All adult volunteers will receive training before participating in the program. The youth volunteers will be jury members, court clerks, defense attorneys, and prosecutors of the Teen Court. Once a youth offender completes the program he/she will be given the opportunity to give back to the court by being a volunteer in the Youth Court. Jurors must be residents of or enrolled in school in Harford County, Maryland, and be in grades 9 through 12.

4.4 Number of Youth to be Served

The service goal of Teen Court in FY2012 is to serve a minimum of 30 respondents (offenders) and have 30 youth volunteers.

4.5 Results-Based Accountability

How much did we do?

Measured by:

- Number of youth offenders served by Teen Court
- Number of youth volunteers that participate in Teen Court

How well did we do it?

Measured by:

- Percent of clients completing Teen Court proceedings (# completed program/# accepted into the program)
- Percent of dispositions successfully completed (# dispositions completed/# dispositions assigned)
- Percent of teen volunteers who attend at least three court sessions in the fiscal year.
- Percent of parents who report satisfaction with the program based on returned survey results.

Is anyone better off?

Measured by:

- Percent of youth diverted from formal juvenile justice involvement up to 3 months following conclusion of Teen Court involvement.

- Percent of teen court youth surveys indicating that teen court peers had a positive impact on them.
- Percent of teen court youth with positive drug screens when entering the program who are testing negative for drugs when completing the program.

4.6 Contractor Reporting

Monitoring shall occur throughout provision of service. Utilizing a report format developed in collaboration with the LMB, evaluation/outcome reports shall be submitted to the contract monitor on a quarterly basis. These quarterly reports will track the progress of measureable outcomes referenced above.

4.7 Role of the LMB

The LMB is responsible for

1. Providing oversight to the contract including:
 - Ensuring timely receipt of thorough reports
 - Monitoring and evaluating process and outcome data
 - Reviewing records of clients served
2. Maintaining programmatic and fiscal accountability, including report preparation for the Governor's Office for Children.

Section V. Requirements for Proposal Preparation

5.1 Section I: Narrative

The Narrative portion of the proposal should be prepared in a clear and concise manner. Submissions are limited to five (5) pages, 12-point Times New Roman font, single spaced, with one inch (1") margins throughout. Documents that do not count in the 5 page total include:

- Cover Letter
- References
- Budget
- Budget Narrative
- Appendices

Appendices are limited to those documents (or portions of documents) that are necessary to support the proposal.

Proposal submissions shall be organized in the following format:

A. Cover Letter (2 points)

The cover letter should be prepared on the offeror's letterhead. The letter must be signed by an individual who is authorized to bind the offeror's organization to all statements, including services and budgetary information contained in the proposal. The signed version of the cover letter does not need to be submitted electronically.

B. Management Summary (10 points)

This section should contain a description of the offeror's organization and its qualifications to provide the requested services. Include the organizational history, related experience,

personnel professional competency and education. Resumes or job descriptions of key staff may be included as appendices.

C. Understanding of the Problem (10 points)

In this section the offeror should demonstrate a strong understanding of the nature and scope of the work involved. Include relevant supportive data (e.g. target population, geographic area, identified needs, impact).

D. Proposed Service (45 points)

This section should outline a sound and workable plan of action that includes timelines and resources. Information on the mental health and addictions screening/assessment should be provided, with the tool supplied as an attachment. Also provide information on how potential cultural and linguistic barriers will be addressed. Lastly, explain how future sustainability of this program is to be achieved including how the offeror plans to incorporate other funding sources (in-kind, additional funders) and how adjustments will be made if awarded funding is reduced.

E. Results-Based Accountability (30 points)

This section should outline how your organization will know if it has achieved program goals. Discuss how your organization will measure the results and evaluate progress using Results-Based Accountability (see section 4.5).

F. References (3 points)

The offeror must supply a minimum of three current letters of reference to support this proposal.

5.2 Section II: Budget and Budget Narrative

The financial component of the proposal is to contain a Budget with all financial information for the services proposed as well as a Budget Narrative that provides sufficient detail to the Budget. Offerors are encouraged to identify and include additional in-kind resources and matching funds to contribute to the total program cost. Offerors that identify supplemental funding sources in their budgets may be awarded additional points in the scoring of proposals.

Section VI. Evaluation Criteria

6.1 Evaluation Committee

An Evaluation Committee established by the LMB will evaluate all proposals received by the closing deadline. The committee may request additional information from an offeror either orally or in writing.

After the established due date, a Register of Proposals shall be prepared that identifies each offeror. The Register of Proposals shall be open to the public for inspection upon written request.

6.2 Qualifying Proposals

The committee shall review each proposal for compliance with the feature requirements in Section IV (Specifications), Section V (Requirements for Proposal Preparation) and with all

other necessary requirements of this procurement. Failure to comply with any requirements may disqualify an offeror's proposal. The LMB retains the right to waive a requirement when it is in its best interest to do so. Written notice of the waiver of a requirement will be given to every offeror whose proposal is deemed acceptable, with the opportunity to submit a best and final offer, if necessary.

6.3 Evaluation of the Narrative

The committee shall first conduct its evaluation of the technical merit of the proposals. Scoring by the Evaluation Committee of each proposal shall be in accordance with the Evaluation Criteria included under Section VI. 6.4. Minor irregularities in proposals which are immaterial or inconsequential in nature may be waived or cured whenever it is determined to be in the best interest of the LMB. A technical score of 70 points is required for a proposal to be judged as qualifying. All proposals that fail to obtain this rating will be judged non-qualifying and will be excluded from further consideration in the awarding of the contract.

6.4 Criteria for Technical Evaluation

The Evaluation Committee will utilize the following criteria in scoring the Narrative. Total scoring will be adjusted according to the points indicated with the major criteria. The maximum score for the Narrative is 125 points.

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
A. Cover Letter	2 points
B. Management Summary	10 points
C. Understanding of the Problem	10 points
D. Proposed Service	45 points
E. Results-Based Accountability	30 points
F. References	3 points
Extra weight for in-kind or matching funds	25 points

6.5 Final Evaluation and Recommendation for Award

The Evaluation Committee will make a recommendation for award of the contract to the responsible, qualifying offeror whose proposal is determined to be the most advantageous to the LMB based on the results of the final technical and financial evaluations.

Section VII. Debriefing

Offerors shall be notified about the outcome of the proposal review upon completion of the evaluation process and successful selection of a vendor. Offerors not selected may request feedback from the LMB regarding their proposal by submitting a formal request in writing. Feedback provided shall consist of average scores in each criterion for their submission including the total average score as well as general comments. Information will not be provided on proposals submitted by other offerors.

Section VIII. RFP Timeline

Proposals are due to the Issuing Office by 5:00 pm on May 2, 2014. Upon execution of the Community Partnership Agreement between Harford County and the Governor's Office for Children the selected vendor and all other proposal offerors will be notified. The selected program will begin upon execution of the awarded contract.

**Harford County Department of Community Services,
Local Management Board**

Budget: Teen Court

Name of Organization: _____

Complete the following Budget form for the services proposed in the Narrative for
FY2015 (July 1, 2014-June 30, 2015).

Proposed Budget FY2015

Category	Budgeted Amount	In-Kind/Other Funding Source	Total
Salaries			
Fringe			
Contractual			
Supplies/Materials			
Business Travel			
Equipment			
Training			
Other (specify below)			
Total			

**Harford County Department of Community Services,
Local Management Board**

Budget Narrative

Provide a detailed justification for each line item in the Budget. The Budget Narrative should explain how the costs were estimated (how the offeror derived the dollar amounts stated) and justify the need for the cost, giving enough detail to tie the costs to the project's activities and proposed goals. When costs seem unusually high or low, the budget narrative can provide the needed explanation.

- A. For each line item of the budget, itemize how each cost was derived (Example: Business Travel – 100 miles @ .50/mile = \$50 per month X 12 months = \$600).
- B. Also provide a brief explanation for the need of the cost. The explanation can be a statement (Example: Cost based on established IRS rate to reimburse staff travel expenses). However, be sure to include as much information as needed to justify the expense, remembering that something that seems obvious may be less clear to a third party that is not familiar with the program.
- C. When preparing the budget narrative:
 - 1. Make sure the narrative matches the budget line items exactly
 - 2. Make sure the total amount is commensurate with the outcome
 - 3. Include actual, reasonable and necessary costs